



**Washington State
Department of Transportation**

Vehicle Operator's Handbook

M 3032.07

November 2011

Maintenance Operations
Equipment and Facilities Office

Americans with Disabilities Act (ADA) Information

Materials can be provided in alternative formats by calling the ADA Compliance Manager at 360-705-7097. Persons who are deaf or hard of hearing may contact that number via the Washington Relay Service at 7-1-1.

Title VI Notice to the Public

It is Washington State Department of Transportation (WSDOT) policy to ensure no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For Title VI complaint forms and advice, please contact OEO's Title VI Coordinator at 360-705-7082 or 509-324-6018.

To get the latest information on WSDOT publications, sign up for individual email updates at www.wsdot.wa.gov/publications/manuals.

Washington State Department of Transportation
Equipment and Facilities Office
PO Box 47357
Olympia, WA 98504-7357

WSDOT endeavors to provide safe and economical transportation for departmental personnel, in order for them to accomplish official state business in an effective manner.

Proper use and care of the state vehicles provided, coupled with observance of the rules contained in this handbook, will protect the department's public image, and ensure efficient and cost-effective operation of WSDOT vehicles.

This manual can be accessed electronically at:

www.wsdot.wa.gov/publications/manuals/m3032.htm

Greg Hansen
TEF Fleet Administrator

Contents

Foreword	iii
Points of Contact	v
TEF Regional Offices Contact and Mail Information	vi
Washington State Map	1
NW Region Fuel Locations	2
NW Region Fuel Sites Information	3
NC Region Fuel Locations	4
NC Region Fuel Sites Information	5
Olympic Region Fuel Locations	6
Olympic Region Fuel Sites Information	7
SW Region Fuel Locations	8
SW Region Fuel Sites Information	9
SC Region Fuel Locations	10
SC Region Fuel Sites Information	11
Eastern Region Fuel Locations	12
Eastern Region Fuel Sites Information	13
General Rules	14
Driver Responsibilities	16
Service and Repairs	17
Fuel Cards	18
Accident Reporting	20
Appendix A Proof of Liability Insurance Card	23
Appendix B Vehicle Registration Exemption	24

Points of Contact

Headquarters

Traffic Management Center	800-260-4214 253-536-6022
TEF Fleet Administrator	360-705-7862
Safety Officer	360-705-7099

Eastern Region

Traffic Management Center – Spokane	509-343-6396 509-343-6383
Equipment Superintendent	509-324-6515
Safety Officer	509-324-6070

North Central Region

Traffic Management Center	877-742-9862
Equipment Superintendent	509-667-2950
Safety Officer	509-667-3009

Northwest Region

Traffic Management Center – Seattle	206-440-4490
Equipment Superintendent	206-768-5821
Safety Officer	206-440-4070

Olympic Region

Traffic Management Center – Tacoma	800-260-4214 253-536-6022
Equipment Superintendent	360-357-2640
Safety Officer	360-357-2960

South Central Region

Traffic Management Center	509-577-1990
Equipment Superintendent	509-577-1974
Safety Officer	509-577-1610

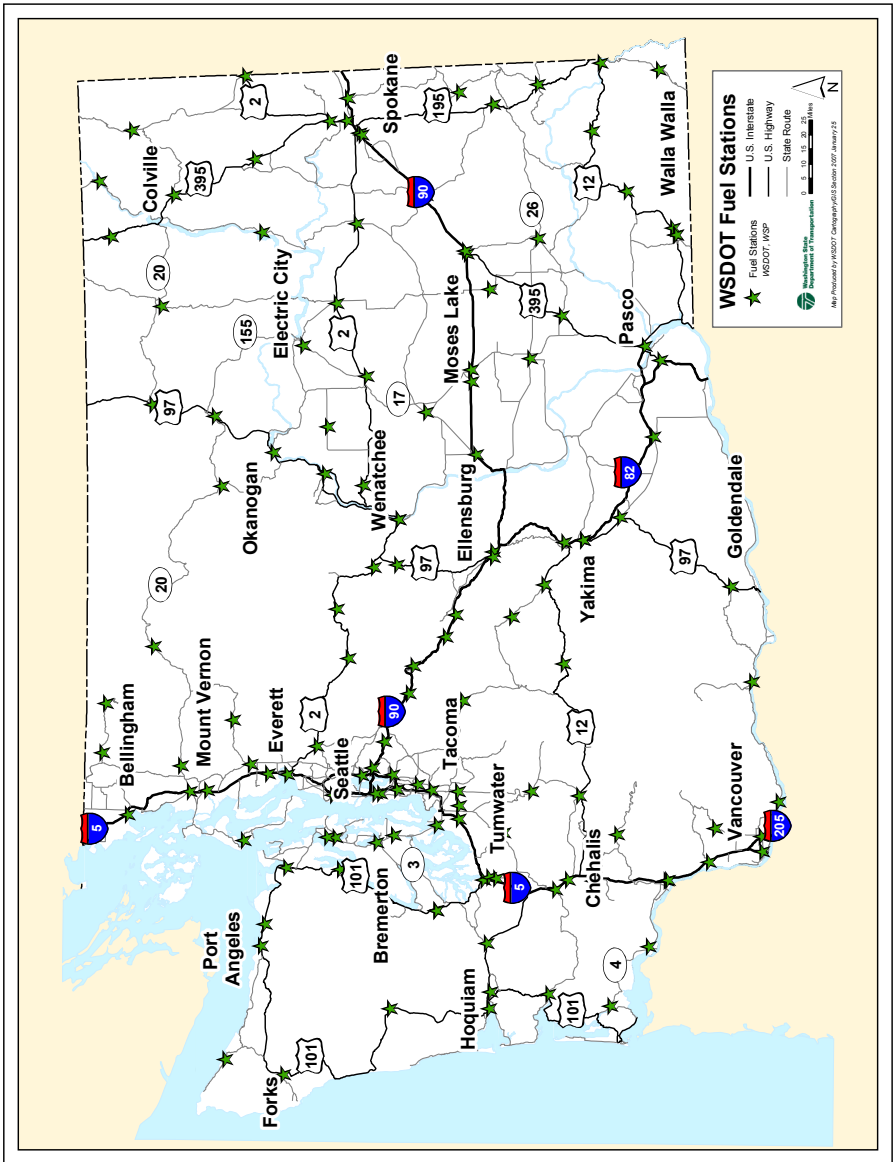
Southwest Region

Traffic Management Center – Vancouver	360-905-2269
Equipment Superintendent	360-905-2272
Safety Officer	360-905-2010

TEF Regional Offices Contact and Mail Information

Northwest Region	206-768-5823 Mailstop: NB82-46
North Central Region	509-667-2954 PO Box 98 Wenatchee, WA 98807-0098
Olympic Region	360-357-2626 Mailstop: 47440
Southwest Region	360-905-2277 Mailstop: S-33
South Central Region	509-577-1975 PO Box 12560 Yakima, WA 98909-2560
Eastern Region	509-324-6516 221 E North Foothills Drive Spokane, WA 99207-2090

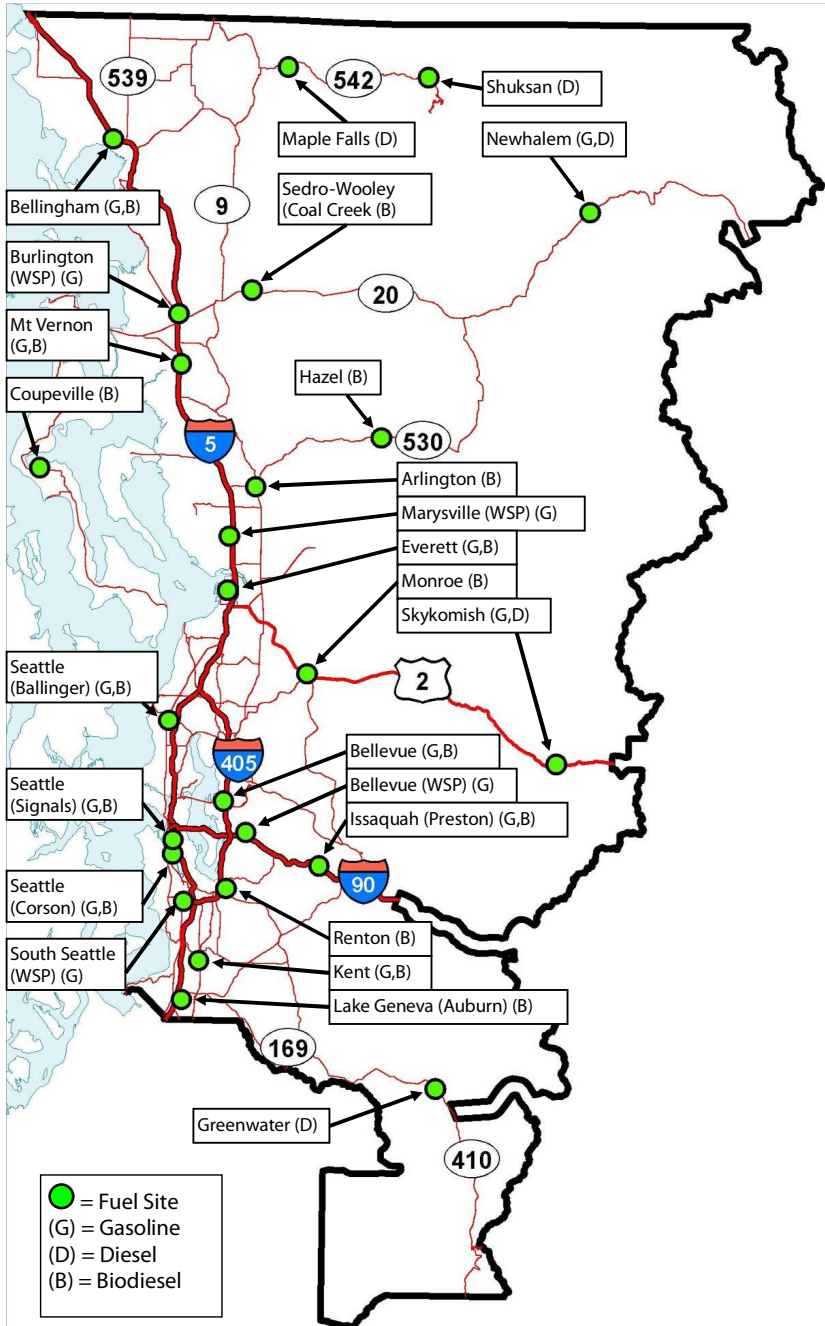
Washington State Map



Fuel Stations Locations can be accessed electronically at:

www.wsdot.wa.gov/publications/manuals/m53-55.htm

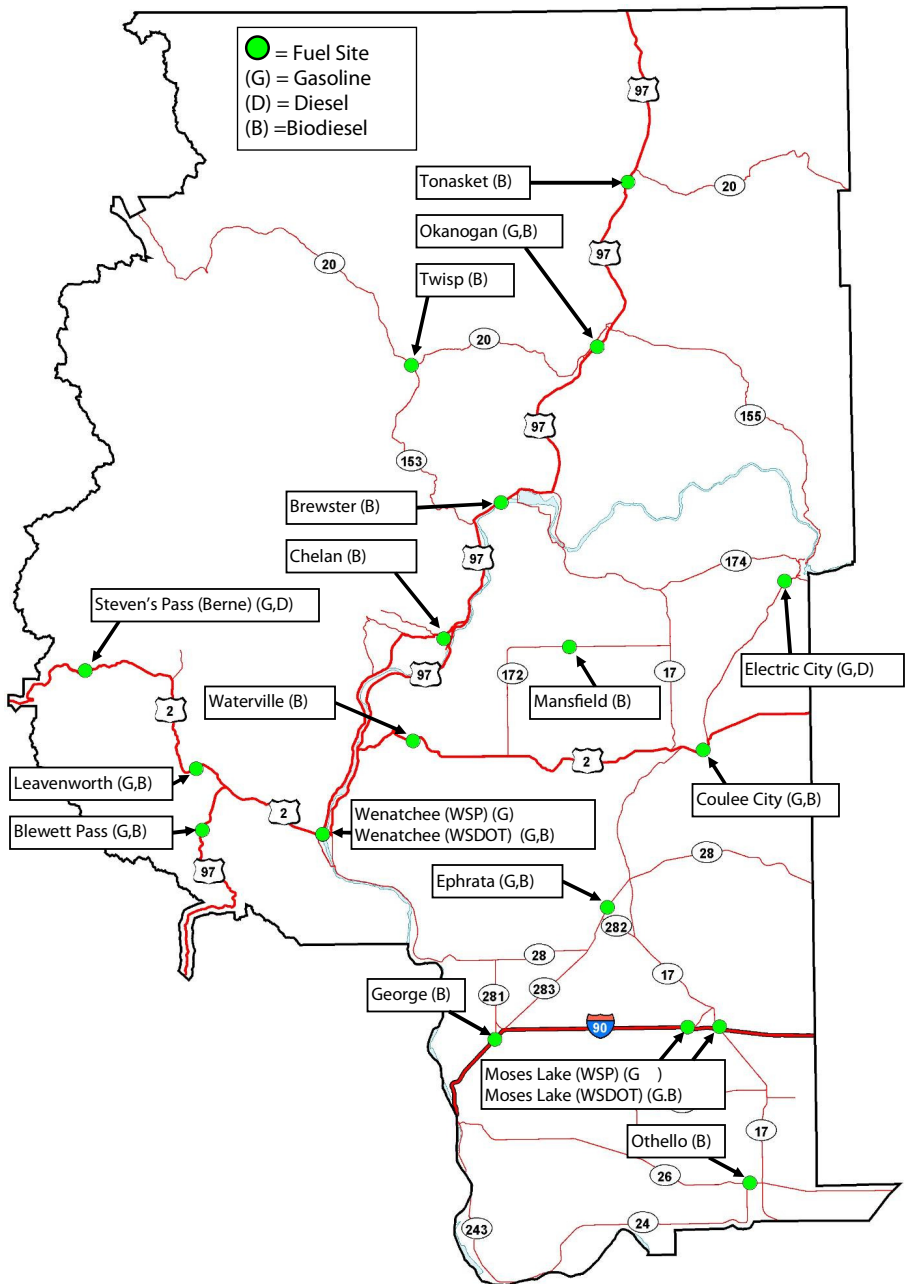
NW Region Fuel Locations



NW Region Fuel Sites Information

Name	Address	Hours of Operation	Gas	Diesel	Biodiesel
Arlington	521 S. Olympic Place, Arlington	Locked unless crew is present			X
Belleuve WSP	2803 156th SE, Bellevue	24/7	X		
Bellevue WSDOT	10833 Northrup Way NE, Bellevue	M-F 6:00 am-4:30 pm	X		X
Bellingham	3920 Airport Way, Bellingham	24/7	X		X
Burlington WSP	10945 Chuckanut Drive, Burlington	24/7	X		
Coupeville	476 Keystone Hill Road, SR 20, MP 22, Coupeville	Locked unless crew is present			X
Everett	709 Hwy 99 N, Everett	6:30 am-5:00 pm	X		X
Greenwater	59310 SR 410, MP 43.8, Greenwater	Locked unless crew is present		X	
Hazel	31509 SR 530, MP 39, Hazel	Locked unless crew is present			X
Issaquah (Preston)	29615 SE Preston Way, I-90 Exit 22, Issaquah	Locked unless crew is present	X		X
Kent	26620 68th Avenue S, Kent	6 am-4:30 pm	X		X
Lake Geneva (Auburn)	3722 S 344th Street, Auburn (SR 18 Exit Weyerhaeuser Way, Turn South)	Locked			X
Maple Falls	77516 Mt. Baker Hwy, SR 542, MP 26.6, Maple Falls	Locked unless crew is present		X	
Marysville WSP	2700 116th Street NE, Marysville	24/7	X		
Monroe	14200 Cascadeview Drive, Monroe	Locked unless crew is present			X
Mount Vernon	1783 Cedardale Road, Mt. Vernon	M-F 6:00 am-5:00 pm	X		X
Newhalem	SR20, MP 121.5, Newhalem	Locked unless crew is present	X	X	
Renton	2740 NE 3rd, Renton	Site locked periodically			X
S Seattle WSP	15666 Pacific Hwy S (Int'l Blvd), Seattle	24/7	X		
Seattle (Ballinger)	1621 N 205th Street, Seattle	M-Th 5:45 am-4:30 pm WSDOT Badge Access	X		X
Seattle (Corson)	6431 Corson Avenue S, Seattle	M-F 6:00 am-5:00 pm	X		X
Sedro-Woolley (Coal Creek)	27434 SR 20, MP 70, Sedro Woolley	Locked unless crew is present			X
Shuksan	14600 Mt Baker Highway, SR 542, MP 46.2, Glacier at Intersection w Twin Lakes Road	24/7		X	
Signals	3700 9th Avenue S, Seattle	Locked unless crew is present	X		X
Skykomish	73930 NE Old Cascade Hwy, Skykomish	24/7	X	X	

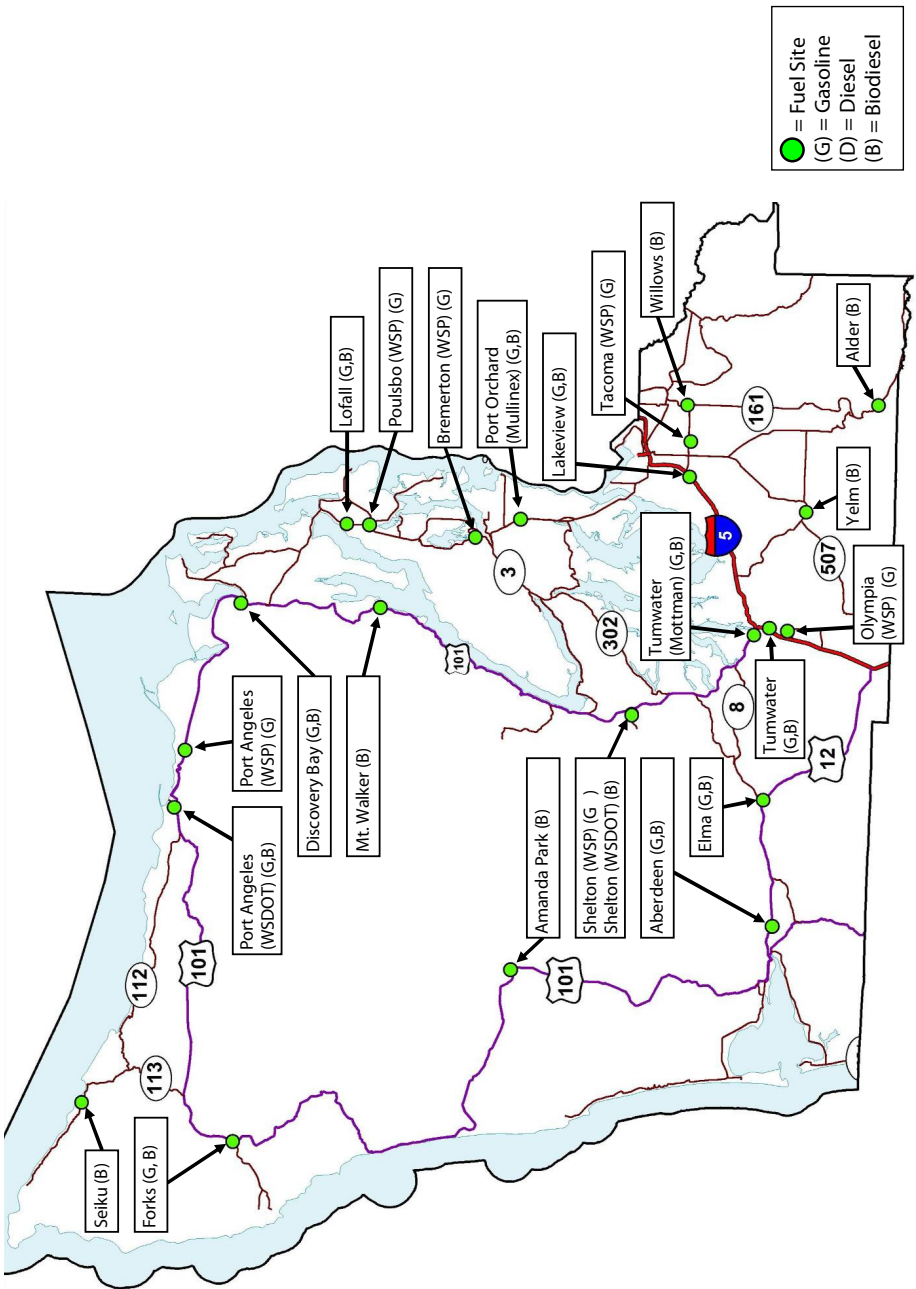
NC Region Fuel Locations



NC Region Fuel Sites Information

Name	Address	Hours of Operation	Gas	Diesel	Biodiesel
Blewett Pass	3278 SR 97, MP 178.2, W Side, Blewett	24/7	X		X
Brewster	97 Brewster Grange Road, SR 97, MP 259.1, Brewster	M-Th 7:00 am-4:30 pm			X
Chelan	78 Chelan State Road, SR 150, MP 4.8, Chelan	M-Th 7:00 am-4:30 pm			X
Coulee City	36787 J Rd NE, SR 2, MP 192, Coulee City	M-Th 7:00 am-4:30 pm	X		X
Electric City	200 Williams Street, Electric City	M-F 7:00 am-4:30 pm	X	X	
Ephrata	804 Basin Street NW, Ephrata	M-F 7:00 am-4:30 pm	X		X
George	304 Sam Avenue, I-90, Exit 149, George	M-Th 7:00 am-4:30 pm			X
Leavenworth	Jct SR 2 & Mill Str, MP 99.34, Leavenworth	M-Th 7:00 am-4:30 pm	X		X
Mansfield	411 Wall Avenue, Mansfield	24/7			X
Mose Lake WSDOT	2381 Ramm Road NE, SR 17, MP 51, Moses Lake	24/7	X		X
Moses Lake WSP	101 Laguna Drive, Moses Lake	24/7	X		
Okanogan	28862, US-97, MP 288.6, Okanogan	24/7	X		X
Othello	2035 West Hwy 26, Othello	M-Th 7:00 am-4:30 pm			X
Steven's Pass (Berne)	23790 SR 2, MP 72.3, N Side of Stevens Pass-Berne Vicinity	M-Th 7:00 am-4:30 pm	X	X	
Tonasket	11 Clarkson Mill Road, Tonasket	M-Th 7:00 am-4:30 pm			X
Twisp	77 Mundy Road, Twisp	M-Th 7:00 am-4:30 pm			X
Waterville	217 W Elm Street, Waterville	M-Th 7:00 am-4:30 pm			X
Wenatchee WSDOT	2830 Euclid Avenue, Wenatchee	24/7	X		X
Wenatchee WSP	2822 Euclid Avenue, Wenatchee	24/7	X		

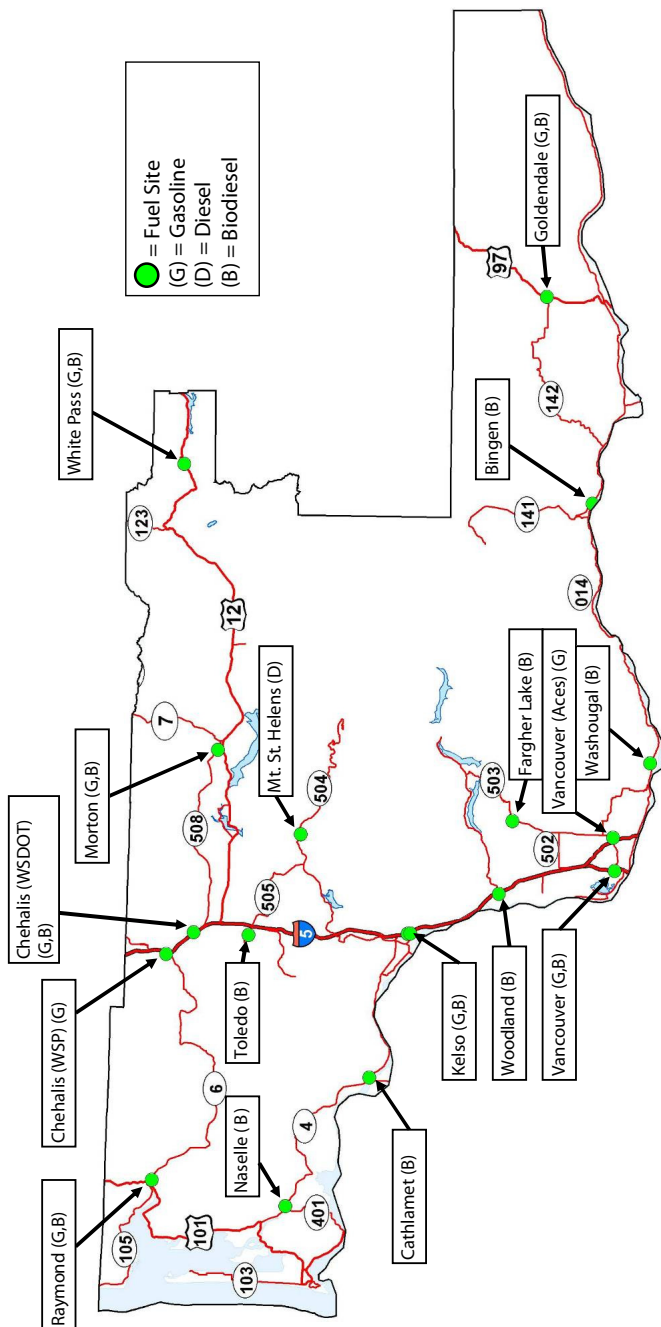
Olympic Region Fuel Locations



Olympic Region Fuel Sites Information

Name	Address	Hours of Operation	Gas	Biodiesel
Aberdeen	4801 Olympic Hwy, SR 12, MP 3.85, Aberdeen	24/7	X	X
Alder	50025 Mtn Hwy E, SR 7, MP 22, N Side of Alder	M-F 7:30 am-4:00 pm		X
Amanda Park	6387 US 101, MP 128.63, Amanda Park	M-F 6:30 am-5:00 pm		X
Bremerton WSP	4811 Werner Road, Bremerton	24/7	X	
Discovery Bay	281154 SR 101, MP 281.1, S Side, Discovery Bay	M-F 6:30 am-5:00 pm M-F 7:30 am-4:00 pm (Nov-Apr)	X	X
Elma	15 Twidwell Road, SR 12, MP 21.80, Elma	24/7	X	X
Forks	115 Industrial Ctr Road, SR 101, MP 191.2, E Side, Forks	M-F 6:30 am-5:00 pm M-F 7:30 am-4:00 pm (Nov-Apr)	X	X
Lakeview	11211 41st SW, Tacoma	Open Days	X	X
Lofall	27080 SR 3 NE, MP 56.56, E Side, Lofall (N of Poulsbo)	T-Th 6:30 am-5:00 pm	X	X
Tumwater (Mottman)	2120 RW Johnson SW, Tumwater	Open days	X	X
Mt. Walker	SR 101, MP 303.5 NE Side, Mt. Walker	M-F 6:30 am-5:00 pm		X
Port Orchard (Mullinex)	8293 Spring Creek Road SE, Port Orchard	M-F 6:30 am-5:00 pm	X	X
Olympia WSP	8623 Armstrong Road SW, Olympia		X	
Port Angeles WSDOT	1707 C S Street, Port Angeles	M-F 6:30 am-5:00 pm	X	X
Port Angeles WSP	62 Old Olympic Hwy, Port Angeles		X	
Poulsbo WSP	22065 Viking Way NW, Poulsbo	24/7	X	
Seiku	13810 SR 112, MP 16.9, Seiku	M-F 6:30 am-5:00 pm M-F 7:30 am-4:00 pm (Nov-Apr)		X
Shelton	633 W Dayton Airport Road, Shelton	M-F 6:30 am-5:00 pm		X
Shelton WSP	631 W. Dayton Airport Road, Shelton	24/7	X	
Tacoma WSP	2502 112th Street E, Tacoma	24/7	X	
Tumwater	5720 Capital Blvd, Tumwater	24/7	X	X
Willows	10401 Meridian S, Puyallup	M-Th 6:30 am-5:00 pm		X
Yelm	17526 SR 507, MP 30.3, N Side of Yelm	M-Th 6:30 am-5:00 pm		X

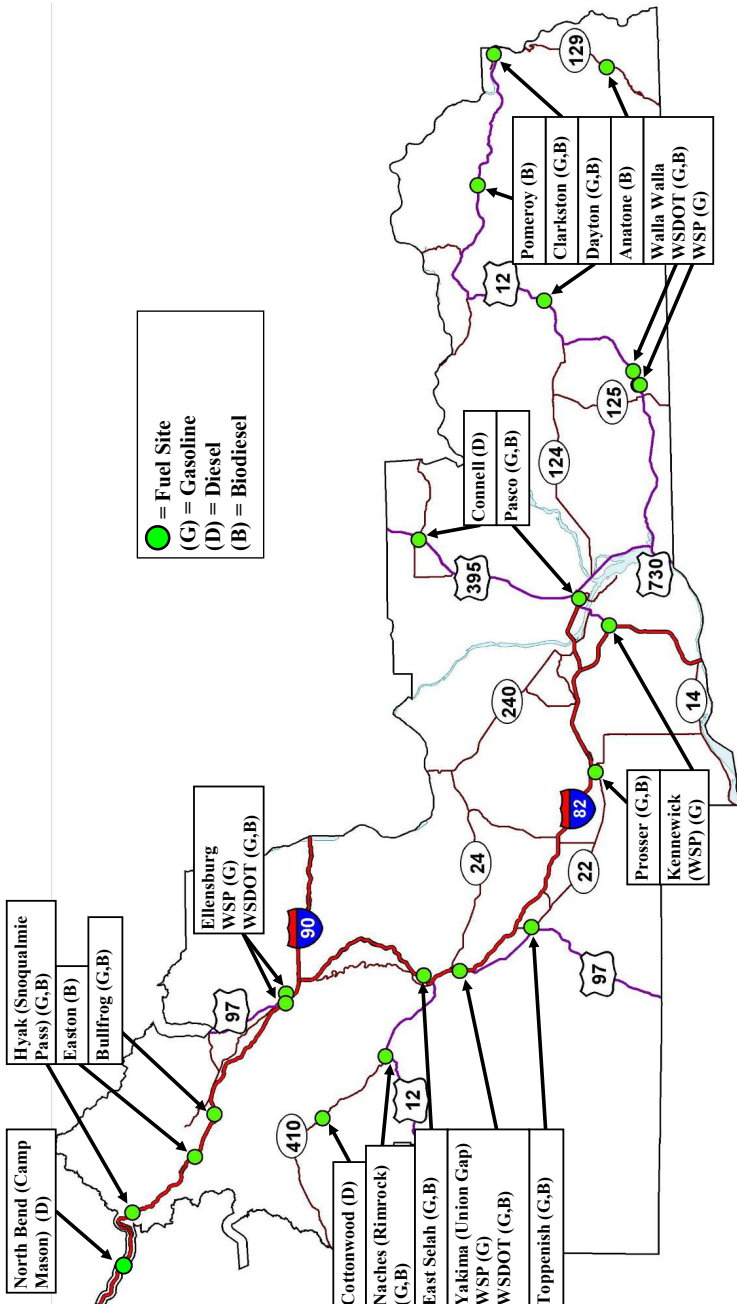
SW Region Fuel Locations



SW Region Fuel Sites Information

Name	Address	Hours of Operation	Gas	Diesel	Biodiesel
Bingen	6606, SR 14, MP 65.9, S Side, Bingen	M-F 6:30 am-5:00 pm			X
Cathlamet	286 E SR 4, MP 36.4, S Side, Cathlamet	M-Th 6:00 am-4:30 pm			X
Chehalis WSDOT	1411 Rush Road Chehalis	24/7	X		X
Chehalis WSP	850 NW Louisiana Ave, I-5, Exit 79, Chehalis	24/7	X		
Fargher Lake	36520 NE Lewisville Hwy, SR 503, MP 15.8, LaCenter	M-Th 6:00 am-4:30 pm			X
Goldendale	1261 Scalehouse Road, SR 97, MP 12.7, Goldendale	M-F 6:30 am-5:00 pm	X		X
Kelso	2400 Talley Way, Kelso	M-F 5:30 am-5:30 pm	X		X
Morton	130 Chapman Rd, SR 508, MP 15.8, Morton	M-F 6:30 am-5:00 pm	X		X
Mt. St. Helens	11201 Sediment Dam Road, SR 504, MP 21.8, Mt. St. Helens	M-Th 6 am-4:30 pm		X	
Naselle	795 SR 4, MP 4.95, Naselle	M-F 6:00 am-4:30 pm (security area)			X
Raymond	103 Fifth Street, Raymond	M-F 6:00 am-5:00 pm	X		X
Toledo	385 Toledo Vader Road, SR 505, MP 1.4, N Side, Toledo	M-F 6:30 am-5:00 pm			X
Vancouver	4100 Main Street, Vancouver	M-F 6:30 am-5:00 pm	X		X
Vancouver Admin (Aces)	11018 NE 51st Circle, Vancouver	24/7	X		
Washougal	SE 35015 Sunset View Road, SR 14, MP 14.8, Washougal	M-F 6:00 am-4:30 pm			X
White Pass	1284 Forest Service Road, SR 12, MP 150.4, N Side, White Pass	24/7	X		X
Woodland	1610 Downriver Drive, Woodland	M-F 6:00 am-4:30 pm			X

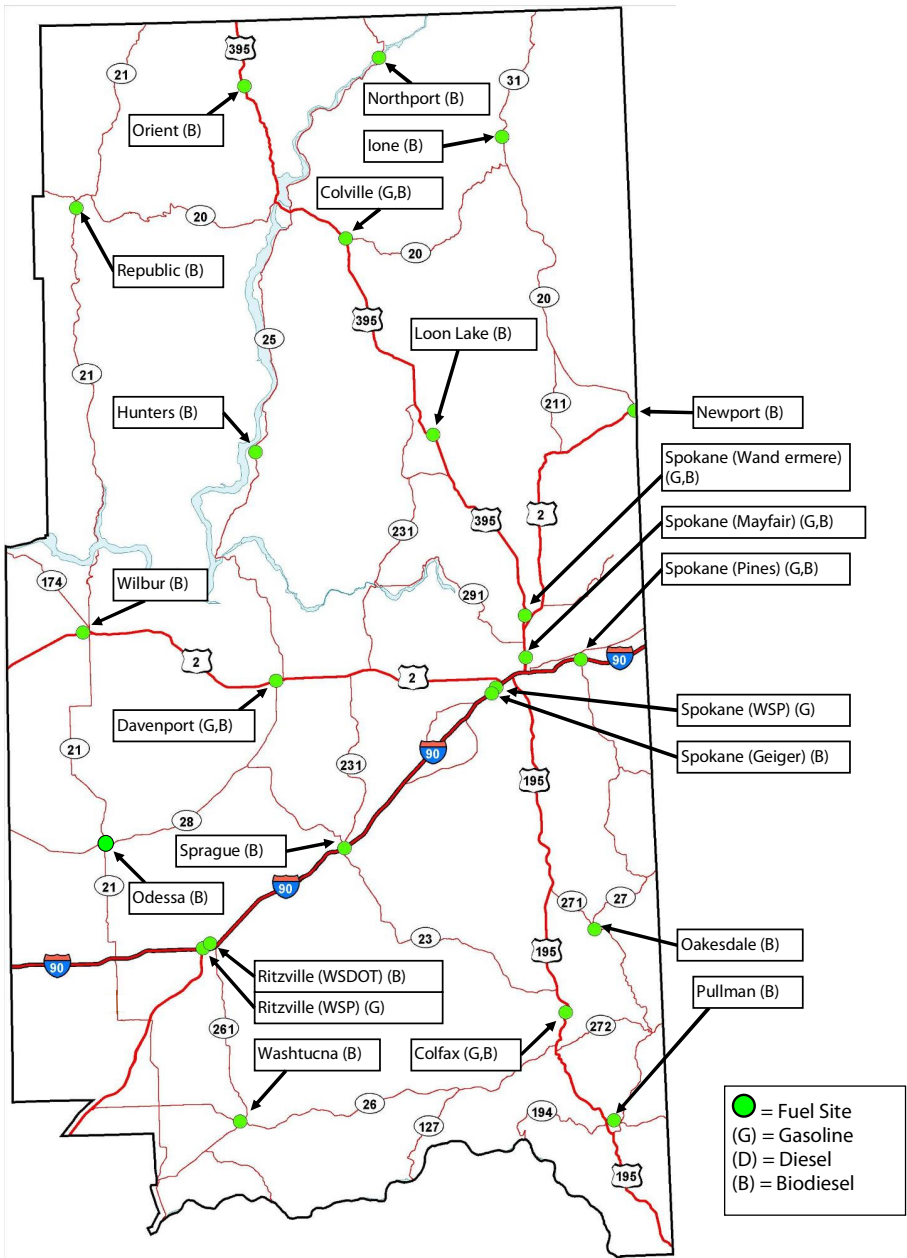
SC Region Fuel Locations



SC Region Fuel Sites Information

Name	Address	Hours of Operation	Gas	Diesel	Biodiesel
Anatone	Jct SR 129 & Mill Road, MP 17.35, W Side, Anatone	24/7			X
Bullfrog	I-90, 151 Bullfrog Road S, Cle Ellum	Winter – 24/7 Summer – 6:30 am-5:00 pm	X		X
Clarkston	1501 Bridge Street, Jct SR 12 & SR 128, MP 433, Clarkston	6:00 am-5:00 pm	X		X
Connell	850 W Hawthorne, Connell	Summer – M-F 6:00 am-5:00 pm Winter – 4:00 am-2:30 am		X	
Cottonwood	17062 SR 410, Naches MP 99.3, S Side, Cottonwood	24/7		X	
Dayton	529 Main W, SR 12, S Side, Dayton	6:00 am-5:00 pm	X		X
East Selah	820 E Selah Road, East Selah	M-F 6:00 am-4:30 pm (security area)	X		X
Easton	2300 Railroad Street, I-90, Exit 71, S Side, Easton	24/7			X
Ellensburg WSDOT	749 Cascade Way, Ellensburg	Winter – 24/7 Summer – 6:30 am-5:00 pm	X		X
Ellensburg WSP	291 S Thorpe Way, Ellensburg	24/7	X		
Hyak (Snoqualmie Pass)	4850 SR 906, Exit I-90 @ MP 55.1, Hyak-Snoqualmie Pass	Winter – 24/7 Summer – 6:30 am-5:00 pm	X		X
Kennewick WSP	143302 E Law Lane, Kennewick	24/7	X		
Naches (Rimrock)	771 Hwy 410, Rimrock	M-F 6:00 am-4:30 pm (security area)	X		X
North Bend (Camp Mason)	56500 SE Camp Mason Road, I-90, Exit 42, S Side, North Bend	Winter – 24/7 Summer – 6:30 am-5:00 pm		X	
Pasco	1816 N 4th, Pasco	Summer – M-F 6:00 am-5:00 pm Winter – 4:00 am-2:30 am	X		X
Pomeroy	17 Falling Springs Road, Pomeroy	6:00 am-5:00 pm			X
Prosser	2385 Sales Yard Road, Prosser	Summer – M-F 6:00 am-5:00 pm Winter – 4:00 am-2:30 am	X		X
Toppenish	231 Fort Road (1st Avenue W), Toppenish	M-F 6:00 am-4:30 pm	X		X
Walla Walla WSDOT	727 Wellington Avenue, Walla Walla	24/7	X		X
Walla Walla WSP	406 Wellington Avenue, Walla Walla	24/7	X		
Yakima (Union Gap) WSDOT	2809 Rudkin Road Union Gap	24/7	X		X
Yakima (Union Gap) WSP	2715 Rudkin Road Union Gap	24/7	X		

Eastern Region Fuel Locations



Eastern Region Fuel Sites Information

Name	Address	Hours of Operation (S=Summer, W=Winter)	Gas	Biodiesel
Colfax	43101, SR 195, Colfax	24/7	X	X
Colville	440 SR 395 N of Colville, MP 230, Colville	M-F 6:00 am-4:30 pm	X	X
Davenport	1407 Morgan St, US-2, MP 250.6, Davenport	M-F 6:00 am-4:30 pm	X	X
Hunters	5048 Hwy 25 S, SR 25, MP 42.5, Hunters	24/7		X
Ione	4302 SR 31, MP 4.23, Ione	Locked		X
Loon Lake	3314 Roitz Road, 1.5 mi S of Jct SR 232 on SR 395, MP 196.78, Loon Lake	S: M-Th 6 am-4:30 pm; W: M-Su 4 am-12:30 pm & 2:30-11:30 pm		X
Newport	806 W Hwy 2, MP 333.6, Newport	S: M-Th 6 am-4:30 pm; W: M-Su 4 am-12:30 pm & 2:30-11:30 pm		X
Northport	4221 Hwy 25 N, MP 113.15, W Side, Northport	24/7		X
Oakesdale	38262 SR 27, MP 35.96, E Side, Oakesdale	S: M-Th 6 am-4:30 pm; W: M-Su 4 am-12:30 pm & 2:30-11:30 pm		X
Odessa	W 6th Avenue, SR-21, MP 55.49, Odessa	24/7		X
Orient	25999 N Hwy 395, MP 260, Orient	24/7		X
Pullman	980 NW Davis Way, SR 270, Pullman	S: M-Th 6 am-4:30 pm; W: M-Su 4 am-12:30 pm & 2:30-11:30 pm		X
Republic	162 Hwy 21 S, SR 21, MP 159, Republic	S: M-Th 6 am-4:30 pm; W: M-Su 4 am-12:30 pm & 2:30-11:30 pm		X
Ritzville WSDOT	804 W First Avenue, Ritzville	S: M-Th 6 am-4:30 pm; W: M-Su 4 am-12:30 pm & 2:30-11:30 pm		X
Ritzville WSP	1563 E Gun Club Road, Ritzville	24/7	X	
Spokane (Geiger)	7211 W Westbow Blvd, Spokane	S: M-Th 6 am-4:30 pm; W: M-Su 4 am-12:30 pm & 2:30-11:30 pm		X
Spokane (Mayfair)	221 E North Foothills Drive, Spokane	24/7	X	X
Spokane (Pines)	12121 E Montgomery Drive, Spokane	M-Th 6 am-4:30 pm	X	X
Spokane (Wandermere)	12223 N Division, Spokane	24/7	X	X
Spokane WSP	6403 W Rowand Road, Spokane	24/7	X	
Sprague	Jct I-90 & SR 23, Sprague	S: M-Th 6 am-4:30 pm; W: M-Su 4 am-12:30 pm & 2:30-11:30pm		X
Washtucna	600 S Austin Road (N Main Street), Jct SR 26 and SR 261, Washtucna	S: M-Th 6 am-4:30 pm; W: M-Su 4 am-12:30 pm & 2:30-11:30 pm		X
Wilbur	11187 Wilbur Airport Road E, Wilbur	S: M-Th 6 am-4:30 pm; W: M-Su 4 am-12:30 pm & 2:30-11:30 pm		X

Employees must adhere to the following rules when operating state-provided vehicles. Persons operating state-provided vehicles on public roadways are emissaries of state government at large. Poor personal conduct and driving habits reflect negatively on all state employees and cannot be tolerated by agency managers. Therefore, it is imperative that all who operate WSDOT-provided vehicles adhere to the instructions and rules reflected in this handbook and in *Use of State Provided Motor Vehicles* M 53-50. Failure to comply with the rules contained herein, personal use of state-owned vehicles or violations of traffic safety laws constitute grounds for disciplinary action.

1. State-provided vehicles are to be used **only** to conduct official state business.
 - Only personnel on official state business are authorized to ride in state-provided vehicles.
 - Pets may not be transported in state vehicles.
 - Do not use state-provided vehicles for personal trips.
2. Each person authorized to operate a state-provided vehicle must possess a driver's license that is valid under Washington State laws.
3. State-provided vehicles are to be operated in a safe, professional, courteous, and defensive manner at all times.
 - Obey all traffic laws and regulations at all times.
 - Do not exceed posted speed limits.
 - Operate the vehicle at a safe speed, especially in cases of inclement weather, heavy traffic, or other road hazards. Be especially aware of the hazards of black ice, particularly on bridges and overpasses which tend to freeze before other roads.
 - Maintain a safe distance between vehicles.
 - DO NOT project offensive gestures or body language toward another vehicle or person in any driving situation.

4. Do not drive while under the influence of intoxicating beverages, drugs, or other substances including debilitating prescription drugs.
5. All vehicle occupants must use safety belts.
6. Do not transport any kind of weapon, explosives, or incendiary devices, unless such transport is specifically authorized by the department in writing. Vehicle drivers are responsible for ensuring that they are in possession of any licenses, forms, or reports required for transporting such items.
7. Do not transport materials defined as hazardous under environmental laws unless properly authorized to do so. Vehicle drivers are responsible for ensuring that they are in possession of any licenses, forms, or reports required under hazardous materials transport laws.
8. Avoid the use of electronic devices including but not limited to cell phones, blackberries, and portable video/music players while operating a state vehicle. In addition, ear phones/buds should not be used while operating a state vehicle to minimize distraction and inability to hear emergency warnings.
 - a. In accordance with [RCW 46.61.667](#) and [46.61.668](#), drivers operating moving motor vehicles are prohibited from using hand-held wireless communication devices held to their ear; and from reading, writing, or sending text messages while driving, except to report illegal activity, summon emergency help, or to prevent injury to persons or property. This prohibition does not apply to drivers of authorized emergency vehicles, tow trucks responding to disabled vehicles, or drivers using hearing aids.
9. Smoking is not permitted in state-provided vehicles (see [WSDOT Executive Order E 1003.00](#)).
10. A Daily Trip and Use Log (WSDOT Form 700-015) must be maintained for all vehicles Class 01 to Class 05, inclusively, as per [Use of State Provided Motor Vehicles](#) M 53-50.

Class 01: Passenger Carrying Vehicles

Class 02: Light Cargo Carrying Vans

Class 03: Incident Response Vehicles

Class 04: Light Vehicles With Special Bodies or Equipment

Class 05: Pickup Trucks

Driver Responsibilities

1. Be familiar with, and adhere to, Washington State traffic laws and accident reporting procedures outlined in the *Safety Procedures and Guidelines Manual* M 75-01.
2. All charges for traffic and parking violations, towing, or storage resulting from traffic or parking violations are the responsibility of the vehicle driver.
3. Promptly inform your immediate supervisor:
 - of citations issued for violation of traffic laws while operating a state vehicle;
 - of suspension, revocation or other invalidation of driver's license; and
 - of medical condition(s) that may impair your ability to operate a state vehicle.
4. Ensure the following items are in each vehicle:
 - Accident/Incident Report (WSDOT Form 750-100).
 - Appropriate paperwork and logs required for vehicle's purpose.
 - A copy of the State of Washington "Proof of Liability Insurance Washington State Agency Vehicle" card. This card is available at www.ofm.wa.gov/rmd/vehicles/default.asp (see [Appendix A](#)).
5. Drivers are responsible for keeping vehicles clean (interior and exterior) and fueled. At the conclusion of a trip, remove trash and personal items and fill the fuel tank if it is less than $\frac{3}{4}$ full.
6. Perform a before operations inspection and report vehicle faults to the supervisor or appropriate WSDOT equipment maintenance personnel on an Equipment Operator's Report (WSDOT Form 530-001) as outlined in the *Vehicle and Equipment Preventative Maintenance Manual* M 53-30. Any deficiencies, which affect safe mechanical operation, must be repaired before the equipment is used.
7. Report all mechanical defects to the appropriate Transportation Equipment Fund (TEF) repair shop at the earliest possible date. (See TEF Regional Offices contacts on [page vi](#).)

8. Take reasonable measures to protect the vehicle and its cargo from damage or theft.
 - Unattended vehicles must always be locked.
 - Theft of items from an unlocked vehicle may be the responsibility of the vehicle operator.
9. To reduce fuel consumption, all vehicle operators are required to turn off unoccupied vehicle's engines unless idling is necessary for specified health, safety, or operational concerns. Refer to fuel conservation and No Idle Policy on the TEF Sustainability website at: wwwi.wsdot.wa.gov/publications/manuals/m3015.htm
10. WSDOT assumes the responsibility of keeping department-owned vehicles in good running order and making repairs resulting from normal wear. However, charges for vehicle service calls caused by the actions of the vehicle driver may be the responsibility of the driver. Examples include service charges for the deliveries of fuel, retrieval of keys from locked vehicles, jump starting vehicles when the lights have been left on, etc.
11. Ensure that the vehicle has the items necessary to change a flat tire before starting a trip.
12. Promptly report any vehicle accidents or damage.
13. Promptly report misplaced, stolen, or damaged fuel cards to your supervisor.

Service and Repairs

A TEF vehicle repair facility is located at every WSDOT regional and area headquarters. TEF vehicle repair facilities operating hours are generally 6:30 a.m. until 4:00 p.m., Monday through Friday.

For 24-hour emergency assistance, contact the Regional Traffic Management Center. Regional Equipment Superintendents and Traffic Management Centers phones numbers are reflected on [page v](#).

1. Vehicles and equipment shall be periodically serviced in accordance with the department's [Vehicle and Equipment Preventative Maintenance Manual](#) M 53-30 or the manufacturer's manual or recommendations.

2. Non-emergency vehicle and equipment repairs will be accomplished at TEF repair facilities, unless explicit permission to use a commercial facility is granted by the appropriate Regional Equipment Superintendent.
3. Emergency repairs occurring after WSDOT normal work hours may be accomplished at commercial facilities, without explicit permission from the Equipment Superintendent. “Emergency” is defined as an occurring malfunction that makes the vehicle non-operational or places the vehicle in imminent danger of becoming non-operational.
 - a. Drivers must inform the appropriate Regional Equipment Superintendent, at the earliest possible date, of repairs accomplished at a commercial facility.
 - b. Services or repairs accomplished at commercial facilities and determined by the Equipment Superintendent to be non-emergency, may be charged back to the employee’s organization.
4. Only temporary emergency repairs are permitted on vehicles by other than qualified mechanics.
5. Do not drive a vehicle with mechanical deficiencies until cleared by a mechanic. If a deficiency occurs during operation: stop, protect the vehicle, and get help. Do not continue to drive.
6. Vehicles or equipment will not be serviced, fueled, or repaired while the engine is running except if it is necessary for certain adjustments which can be made only when the engine is running.

Fuel Cards

1. All fuel consuming vehicles and equipment in the TEF inventory are provided a WSDOT fuel card. Additionally, organization managers may request a Comdata (commercial **credit card**) fuel card for vehicles used by their organization. The security of the fuel cards are the responsibility of the organization manager and vehicle driver.
2. Comdata fuel cards will not be left in a vehicle unattended at anytime. When fuel credit cards are not required for use, they will be kept in a secured location.
3. Fuel cards may be used to fuel WSDOT-owned vehicles **only**. In emergency situations, the Comdata cards may be used for engine oil, lubricants, and towing to the nearest WSDOT facility.

4. **WSDOT fuel stations and wash facilities are to be given priority over commercial sites.**
5. TEF will be responsible for one basic car wash per month for each vehicle. All charges over a basic car wash are the responsibility of the using organization.
6. If emergency towing is required, contact a Regional Traffic Management Center (see contact numbers on [page v](#)) for assistance. With supervisor approval, emergency towing can be arranged through a commercial vendor if WSDOT is unable to perform the towing due to occurrence during non-duty hours or location.
7. Fuel cards may **not** be used to purchase **premium** fuel, food, drink, or personal items or to detail vehicles.
8. Retain receipts for all purchases made with a fuel card. All employees are responsible to account for purchases made with a fuel card. Ensure that the equipment number and/or license number of the vehicle fueled is noted on the receipt. If a miscellaneous charge is made, ensure that the receipt describes the miscellaneous charge (e.g., oil, wash).

Unauthorized purchases charged on fuel credit cards will be billed back to the employee's organization. With the Regional Transportation Officer's approval, a log may be kept as an alternative to retaining receipts for fuel purchases **only**.

9. In the event that a valid WSDOT fuel card fails to activate a WSDOT automated dispensing pump, contact TEF staff to request assistance. If assistance is unavailable, a Comdata fuel card may be used at a commercial location.
10. Replacement of lost, stolen, or broken fuel cards may be accomplished by contacting your Regional Equipment Superintendent's Office. Request a replacement card at the earliest possible date.
11. Other agencies may use WSDOT fueling facilities if a customer account is properly established and WSDOT fuel cards are issued. For information on the procedures of establishing an account, contact:

TEF
PO Box 47357
Olympia, WA 98504-7357

Phone: 360-705-7896
Fax: 360-705-6829

12. Maps showing the locations of WSDOT refueling stations including all WSP fuel stations assimilated by WSDOT are found in *Vehicle Operator's Handbook and Fuel Stations Locations* M 53-55. A WSDOT fuel card can be used at any WSDOT or WSDOT/WSP fueling facility.
13. Departmental fuel card can be used at any WSDOT or WSDOT/WSP fueling facility.

Accident Reporting

Roadway Accident

This section applies to both third-party and non-third-party accidents occurring on the roadway.

At the scene:

1. If you are injured or have the slightest amount of pain or discomfort, you are required to seek medical attention immediately. Seek assistance and/or call 911 for police or emergency services.
2. If you are not injured, assess the scene for hazards. Do not leave the scene. Take all measures necessary to preserve the scene for investigation and mitigate assessed hazards if trained to do so (e.g., making sure not to disturb evidence, surround collision area with biohazard tape if blood is present).
3. Assist any injured parties, giving only the first aid you are qualified to provide. Prudent judgment should be used in giving aid to injured persons, since doing so places you and the agency in a position of liability.
4. Cooperate with law enforcement officers. Provide factual information, limiting responses to questions asked.
5. Do not discuss the situation with parties other than law enforcement.
6. Do not admit fault or make any statements about the state's response to the accident, financial or otherwise. Provide factual information about yourself and the state vehicle to the other driver(s), such as name, agency, phone number, vehicle information, etc. Gather the same type of information from the other parties and witnesses.

7. Sketch a diagram of the accident scene, showing the travel path and contact points of all vehicles involved. Details of the accident will fade quickly, so make this sketch as soon as possible after the accident. If possible, take photographs of the accident scene and vehicle damage.
8. Notify/report the accident to your supervisor/manager and complete all appropriate documentation. Documentation includes:
 - Accident/Incident Report (WSDOT Form 750-100).
 - Vehicle Collision Report, if injuries or damages exceed \$700.

Non-Roadway Accident

This section applies to accidents that occur at WSDOT facilities, offices, yards, or like locations. This section does not apply to third-party accidents.

At the scene:

1. If you are injured or have the slightest amount of pain or discomfort, you are required to seek medical or first aid attention immediately. Contact the appropriate emergency responders at 911 or 9-911.
2. If you are not injured, assess the scene for hazards and mitigate assessed hazards if trained to do so.
3. Notify/report the accident to your supervisor/manager and complete all appropriate documentation as detailed below.
4. Together with you supervisor/manager, Safety Office staff, and other appropriate personnel, investigate the accident in a manner that would prevent the accident from happening again.

After the accident:

1. Prepare and submit an Accident/Incident Report (WSDOT Form 750-100) as outlined in Chapter 6, *Safety Procedures and Guidelines Manual* M 75-01.
2. Accident related inquiries from third-party persons are to be directed to the department's Enterprise Risk Management Office at 1-800-737-0615 or 360-704-6355.

3. Obtain all necessary or required training as detailed in Chapter 14, *Use of State Provided Motor Vehicles* M 53-50.
4. For roadway accidents only, complete a Vehicle Collision Report if any injuries are sustained as a result of the accident or if damages to vehicles/property exceed \$700. This form is available from local law enforcement offices.

Note: The Vehicle Collision Report does not need to be completed by personnel if the form is completed by law enforcement.



PROOF OF LIABILITY INSURANCE WASHINGTON STATE AGENCY VEHICLE

Continual Coverage (See explanation below)

RCW 46.30.020(3) exempts mandatory liability insurance requirements for the operation of a motor vehicle governed by **RCW 46.16.020**, which includes any vehicle owned, rented, or leased by the state of Washington. Further, the state of Washington is continually self-insured under **RCW 4.92.130** for its tort liabilities that might result from operational negligence of its vehicles.

Questions in this regard may be referred to the Office of Financial Management, Risk Management Division in Olympia, Washington at 360-902-7306.

Direct all vehicle tort liability questions or claims to:

**Washington State Department of Transportation
Risk Management Office
PO Box 47418
Olympia, WA 98504-7418**

1-800-737-0615

IF YOU HAVE AN ACCIDENT...

- Render first aid if necessary; call for medical assistance if needed.
- Protect yourself from further injury.
- Report accident to local police and request investigation.
- Cooperate with law enforcement. Provide factual answers- limit responses to questions asked.
- Obtain needed information from other driver(s).
- Do not admit fault/make statements about state payment for damages. Discuss actions with law enforcement officials only.
- Collect all information needed to fill out the accident report in glove box.
- Contact CEI (if appropriate); State Motor Pool if applicable (360-407-0977); supervisor
- Complete SF 137 – State of Washington Vehicle Accident Report <http://www.ofm.wa.gov/rmd/forms/SF137.pdf>.

Appendix B Vehicle Registration Exemption

RCW 46.16.020 Exemptions — State and publicly owned vehicles — Registration.

Any vehicle owned, rented, or leased by the state of Washington, or by any county, city, town, school district, or other political subdivision of the state of Washington and used exclusively by them, and all vehicles owned or leased with an option to purchase by the United States government, or by the government of foreign countries, or by international bodies to which the United States government is a signatory by treaty, or owned or leased by the governing body of an Indian tribe located within this state and recognized as a governmental entity by the United States department of the interior, and used exclusively in its or their service shall be exempt from the payment of license fees for the licensing thereof as in this chapter provided: PROVIDED, HOWEVER, That such vehicles, except those owned and used exclusively by the United States government and which are identified by clearly exhibited registration numbers or license plates assigned by an instrumentality of that government, shall be registered as prescribed for the license registration of other vehicles and shall display the vehicle license number plates assigned to it. The department shall assign a plate or plates to each vehicle or may assign a block of plates to an agency or political subdivision for further assignment by the agency or political subdivision to individual vehicles registered to it pursuant to this section. The agency, political subdivision, or Indian tribe, except a foreign government or international body, shall pay a fee of two dollars for the plate or plates for each vehicle. An Indian tribe is not entitled to license and register any tribal government service vehicle under this section if that tribe itself licenses or registers any tribal government service vehicles under tribal law. No vehicle license or license number plates shall be issued to any such vehicle under the provisions of this section for the transportation of school children unless and until such vehicle shall have been first personally inspected by the director or the director's duly authorized representative.

Source: <http://apps.leg.wa.gov/rcw/default.aspx?cite=46.16.020>